SUBJECT: Customer Payment Difference DATE: 1-5-70

CUSTOMER: Sonneborn Building Products Inc. DISCREPANCY NO. 11-67

RE: SN 492634 SL 10-1040

TO: Jeanne Chavez
New York

☐ Customer objects to invoice freight charge.
☐ Customer is correct.
☐ Customer is wrong.
Tariff authority is _____.

☐ Please review attached notice of Customer's Payment Difference and return (all papers) after indicating action taken.
☒ Customer is correct. Debit/Credit request attached.
☐ Customer is wrong, will pay.
Note: In this case please write customer and attach copy of letter.

☐ Customer has ☐ added ☐ deleted Sales Tax in his payment.

(1) If customer has added tax, issue debit and return with the attached papers.

(2) If customer has deleted tax and an exemption certificate is on file, issue credit and return with the attached papers.

(3) If customer has deleted tax and an exemption certificate is not on file, send our standard letter requesting an exemption certificate. Upon receipt of this document issue credit and return with the attached papers.

REMARKS: The customer will probably have to be contacted to find out his reason for over-payment.
Should we ~~debit~~ Credit him?
Thanks.

**Customer received 32 drums Aroclor 1268 rather than 30 as invoiced. Please leave as is.**

**Jeanne Chavez - NY**

If necessary use reverse side of this form for reply.

ORGANIC DIVISION
ADMINISTRATIVE SERVICES DEPARTMENT

BY Marlene Clark

☐ See Reverse Side for Comment

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